

# CORRECTION OF CACTUS RECORDS

## Degree Data

Mail to:  
Gail Johnson  
Educator Licensing  
250 East 500 South  
P O Box 144200  
Salt Lake City, UT 84114-4200

If your CACTUS record includes incorrect information about your degree, please provide the following information:

_____ Educator's Name	_____ SS# or CACTUS ID#	
_____ Name of university which granted degree	_____ Date of degree conferral posted on transcript	
_____ Degree posted on trans.	_____ Major posted on trans.	_____ Minor posted on trans.

Degree information may be verified by 1 or 2 below:

1. Signature of your human resource director who will verify the degree information;  
OR
2. include either
  - an original transcript, if you were originally licensed prior to 1992, or
  - a photocopy of the transcript, if you were licensed during or after 1992.

\_\_\_\_\_  
Educator's Signature

\_\_\_\_\_  
Date

☐ I have the transcript on file at the district office or

☐ I have reviewed an original transcript to verify the accuracy of this form.

\_\_\_\_\_  
Human Resource Signature

\_\_\_\_\_  
Date